

# **Request for Qualifications – Consultant Services**

Master Plan Update &  
Focus Area Analysis  
City of Bedford, Ohio  
**Submittal Deadline: May 19, 2006**

## **INTRODUCTION**

The City of Bedford, Ohio is soliciting the services of qualified professionals and firms to provide process coordination and planning services to produce a Comprehensive Master Plan update and focus area analysis for the City. The project will involve close coordination with the City of Bedford Administration and Council, who will assist the consultant with collecting materials, and obtaining citizen input.

Interested individuals or firms should document relevant work performed within the past five years including a list of three completed projects, a short list of three references including contact names and phone numbers, a statement defining the individuals/firms ability to complete the project in an appropriate and expeditious manner, and the names and credentials of the project team members who will participate in this project.

## **BACKGROUND**

The existing plan adopted in April 1999, has proven to be a very useful and effective document. It has served the community well since its adoption. Moreover, implementation has been achieved on all Focus Area Analysis'. The City's changing demographics also has expedited the update, due to urban renewal, business expansion, dated housing stock, and an aging population since its seven year adoption.

## **SCOPE**

The consultant will be expected to review and analyze the existing 1999 Master Plan and area and city, evaluate the need for further data, identify the appropriate Focus Area(s) within the community and beyond; as may be necessary, to develop an implementable Comprehensive Master Plan that: includes the overall vision for the City's defined goals and objectives for the community for the next decade, and specific recommendations for retail shopping district, infill development, urban renewal, rental housing, retail development, redevelopment, preservation, maintenance, viability, and sustainability of the City that are consistent with these goals and objectives; and, explores and recommends specific attainable implementation strategies including time-tables, realistic cost projections, funding mechanisms, realistic partnering strategies and opportunities and other means as may be necessary an appropriate to ensure the successful implementation of the recommendations. The consultant shall develop the Plan in close cooperation with the Master Plan Steering Committee and identified stakeholders to ensure the support of the community and the adoption of the Plan by the Planning Commission and City Council.

The consultant should also expect to present the evolving and finished Plan to the Planning Commission, City Council, and the community as needed.

Submitters shall identify the process approach that they would anticipate using to achieve a successful end product based on the scope herein provided.

### **FOCUS AREA ANALYSIS**

The City of Bedford anticipates developing a shortlist of individual/firms who are judged by the Master Plan Steering Committee to be the most qualified based on the responses to the Request For Qualifications and to invite those individuals/firms to submit a complete project proposal and to negotiate and enter into a contract with the individual/firm that it believes is the most qualified and appropriate for this project. The City of Bedford shall not be liable for any expenses incurred in connection with the preparation of a response to this RFQ of the subset RFP. Submitters should prepare their statements of qualifications simple and economically. Providing a straightforward and concise description of the Submitter's ability to meet requirements of this RFQ. All work, samples, and materials submitted to the City of Bedford in response to this RFQ will become the property of the City of Bedford and will not be returned to the Submitter.

Selection will be based in part on, the quality of similar completed projects, the review of the credentials and references, the proposed process approach, and possible personal interviews with the firms' principals and/or team members.

Please submit 9 copies of all material to: The Master Plan Steering Committee/City Manager, City of Bedford, 165 Center Road, Bedford, Ohio 44146. All submissions must be received by May 19, 2006, at 5:00p.m.

Address questions to: Rebecca Corrigan, Director of Economic Development & Community Planning, at 440.735.6520 or rcorrigan@bedfordoh.gov. City Website: [www.bedfordoh.gov](http://www.bedfordoh.gov).